

MyTax.DC.gov User Guide: How to Request a Utility Exemption Certificate (OTR-308)

If you are Eligible to Request a Utility **Exemption Certificate**, follow this step-by-step guide to learn how to request a **Utility Exemption Certificate** via MyTax.DC.gov.

Can't find what you're looking for? Enter keywords here to filter.

1

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Business
I want to...

- > Register a New Business - Form FR-500
- > Register a Special Event - Form FR-5008
- > Request a Certificate of Clean Hands

Individual
I want to...

- > Check the Status of My Refund
- > Learn More About DC Freefile/Fillable Forms
- > Respond to Verification Letter
- > View Tax Forms

Real Property
I want to...

- > Make a Real Property Payment
- > Search Real Property by Address or SSL
- > View More Options

Clean Hands
I want to...

- > Request a Certificate of Clean Hands
- > Validate a Certificate of Clean Hands
- > Learn More About Certificate of Clean Hands

Forms
I want to...

- > Submit an Extension
- > View/Retrieve Current Year Tax Forms
- > View/Retrieve Prior Year Tax Forms
- > View MeF Information

Quick Payments
I want to...

- > Pay with Credit/Debit Card

Resources
I want to...

- > Go to OTR Homepage

Taxpayer Advocate
I want to...

- > View Taxpayer Bill of Rights
- > Request Assistance
- > En Español

Tax Law and Guidance
I want to...

- > View Private Letter Rulings
- > View DC Tax Code
- > View Tax Guidance Issued by OTR
- > View Notices

Quick Links
I want to...

- > Submit a Customer Service Survey
- > View FAQs
- > View Tutorials
- > Contact OTR

Submissions
I want to...

- > Retrieve a Saved Submission or Previously Filed Return
- > Submit Requested Documentation

More...
I want to...

- > File Form FR-329 - Consumer Use Tax Return
- > Request Government Exemption
- > Request Residential Parking Exemption
- > Search for Certificate/License Exemptions

1. From the MyTax.DC.gov homepage, log in using your **Username** and **Password**.
 - a. If you are a new user, from the MyTax.dc.gov homepage, click on the **Sign up for MyTax.dc.gov** hyperlink to register.

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The screenshot shows the MyTax.DC.gov Summary page for a user named 'tester'. The page displays two accounts: 'Corporation Franchise Tax' and 'Sales & Use Tax'. The 'Sales & Use Tax' account is highlighted with a red box containing the number '2'. The 'View Other Options...' link for the 'Sales & Use Tax' account is highlighted with a yellow box.

- From your homepage **Summary**, locate the applicable account that you would like to request a contractor's exempt purchase certificate (e.g. **Sales & Use Tax**), and click **View other Options**.

The screenshot shows the MyTax.DC.gov Account page for the 'Sales & Use Tax' account. The page is divided into three sections: 'Requests', 'Certificates', and 'Account Management'. The 'Certificates' section is highlighted with a red box containing the number '3'. The 'Utility Exemption Certificate' link under the 'Certificates' section is highlighted with a yellow box.

- Under the **Certificates** section, click **Utility Exemption Certificate**.

4

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4. Please carefully read the Utility Exemption Instructions.
 - a. Click Next.

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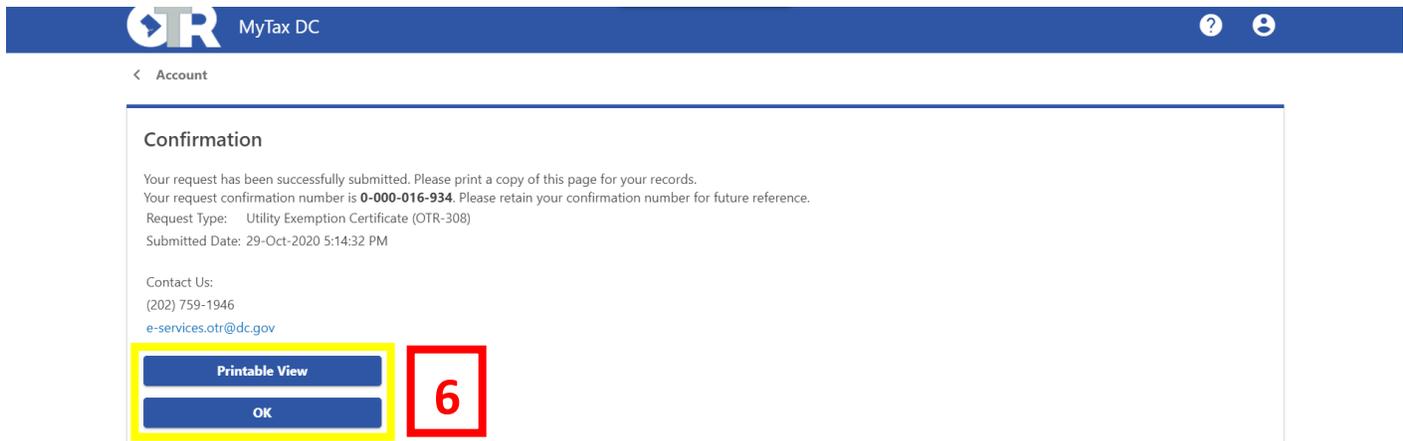
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5c

5d

5e

5. On the **Utility Exemption Certificate** page, please complete the following information:
 - a. Carefully review the pre-populated **Purchaser Information** section to ensure your information is correct. If you notice errors, you can change the **Name, Address,** and **NAICS code** on [MyTax.dc.gov](https://mytax.dc.gov) -> **More** tab -> **Manage Names and Addresses**.
 - b. Answer **Yes** or **No** if your billing address is different from the Service Address listed.
 - c. In the **Utility Detail** section, from the drop down bar, select the **Type of Utility** and **Name of Utility Distributor**. Enter your **Meter/Sub-Meter Number** and **Utility Account Number** and select the **Utility Purpose** from the drop down bar.
 - d. **Attach** the required documents.
 - e. Click **Submit**.



6. A **Confirmation** page displays. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK**.